

NREMT Exam Results Upload and Creating a Licensee Record

Go to “Applicant”, “Create”

- Under “Profession” choose **CERTIFYING ENTITY**
- Under “License Type” choose **EMT**
- Under “Obtained By” choose **INITIAL CERTIFICATION APPLICATION**

The image shows a sidebar on the left with the following options: Applicant (with sub-options Create and Edit), Licensee (with sub-option Edit), Renewals, Accounting, Quick Lookup, Reminders, and Reports. The main window is titled 'Application Information' and contains the following fields: Profession (dropdown menu set to 'Certifying Entity'), License Type (dropdown menu set to 'EMT'), Search.subType (dropdown menu), Obtained By (dropdown menu set to 'Initial Certification Application'), Application Received Date (text field with '09/10/2013' and a calendar icon), State/Province (text field), and Country (dropdown menu). A 'Next' button is located at the bottom left of the form.

Click the tab labeled” **NEXT**”

You should now see the view below

This is a duplicate of the 'Application Information' form shown in the previous image. It includes the same sidebar and form fields: Profession (Certifying Entity), License Type (EMT), Search.subType, Obtained By (Initial Certification Application), Application Received Date (09/10/2013), State/Province, and Country. A 'Next' button is at the bottom left.

The image shows a form titled 'Person'. It contains the following fields: First Name, Middle Name, Last Name, SSN, Profession (dropdown menu), License Type (dropdown menu), City, State (dropdown menu), Zip Code, and Address Line1. There is also a 'Licensee Only' checkbox. At the bottom, there is a link 'Applicant Create - Person Advanced' and three buttons: 'Search', 'Clear', and 'New Person'.

- To search for the “person record”, enter the Social Security Number where it says “**SSN**”.
- Click the tab labeled “**SEARCH**”

What comes up will look something like this:

Search Results			
Name / License Type	Address	License Number	License Status
Syner, Amanda T			

Click on the dotted lines and then this is what you will see:

Search Results			
Name / License Type	Address	License Number	License Status
Syner, Amanda T			

New License

Next, click the “**NEW LICENSE**” tab and you will be able to process the record for eventual EMT certification.

For questions, please contact the BLS Coordinator at 916-431-3717.